

**Board of Selectmen
January 23, 2019**

Present: Kenneth S. Paul Sr, Chair; Connie Twombly; Denny Miller; Kelley A. Collins, Town Administrator; and Toni Bodah, Secretary.

Mr. Paul called the posted meeting to order at 6:35 p.m. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (a). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:40 p.m. During the immediately preceding Non Public Session, the Board established the procedure to conduct an annual performance evaluation for Ms. Collins. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (b). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:43 p.m. During the immediately preceding Non Public Session, the Board voted to hire Clayton Cyr as a part-time patrol officer at \$17.50 per hour, as recommended by Chief Ventura. **Ms. Twombly moved to enter Non Public Session under RSA 91-A:3, II (e). Mr. Miller seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 6:48 p.m. During the immediately preceding Non Public Session, the Board voted to not accept an offer for redemption of Map 55, Lot 21 (tax acquired property). **Mr. Miller moved to enter Non Public Session under RSA 91-A:3, II (b). Ms. Twombly seconded the motion. Roll call vote: Ms. Twombly – ‘aye’; Mr. Miller – ‘aye’; Mr. Paul – ‘aye’. The motion passed unanimously, and the Board immediately entered Non Public Session.**

The Board returned to public session at 7 p.m. During the immediately preceding Non Public Session, Ms. Collins shared results of background checks for a recently hired employee. Those present at this time included Ed Comeau (videographer); Niko Giokas (videographer); Relf Fogg; and Officer Dave Landry. Mr. Paul led all in the Pledge of Allegiance.

1. Appointments – None scheduled.

2. Unscheduled Matters/Public Comment #1 – None forthcoming.

3. Unfinished Business

a) Execution of 2019 Warrant and Default Budget – Ms. Collins advised that there is a possibility that a change will be necessary to the Town Warrant as the Planning Board will conduct a public hearing on proposed zoning amendments on January 24. These documents must be posted by January 28. The Board executed the Town Warrant and Default Budget as presented. The MS 737 will be executed by the Budget Committee at their meeting on January 24.

4. New Business

a) 2018-2 Sewer Warrant – Mr. Paul moved to approve the 2018-2 Sewer Warrant in the amount of \$16,865.79, as presented. Mr. Miller seconded the motion, which passed 3-0.

b) Investment Policy – The Board is required to review/adopt this policy each year. It was last modified in 2014. Mr. Miller noted that the Trustees used to invite various banks in every 3 years or so to allow them to offer proposals to the Town. Ms. Collins noted this has not been done during her tenure. She also noted the Town is currently making much more in interest than previously. The current banks have worked with the Town to adjust fees. TD Government Banking in particular has been very responsive. Mr. Miller hopes that TD Bank will not lag behind as interest rates start to climb. Perhaps the Town should assess the situation when rates increase to 5-6%. There is no written agreement with TD Bank outlining our relationship. Rather it is a working agreement. **Mr. Miller moved to adopt the Investment Policy as presented. Ms. Twombly seconded the motion, which passed 3-0.**

c) Highway Safety Enforcement Grant Waiver – NH Dept of Safety requires a waiver from the Board in order for Chief Ventura to work any Highway Safety enforcement grants. Discussed scenarios under which Chief Ventura would need to work such a grant. **Ms. Twombly moved to execute the waiver as presented. Mr. Miller seconded the motion, which passed 3-0.**

d) Review Update to Earned Time Policy – Ms. Collins noted that not all fulltime employees work a 40-hour week; however, the current earned time policy does not reflect how to address that. Therefore, she has revised that section of the Personnel Policy. Adoption of this revision would result in earned time accrual being based on scheduled weekly work hours. **Ms. Twombly moved to accept the Earned Time Policy as revised. Mr. Miller seconded the motion, which passed 3-0.**

e) GWRC Lease with Moose Mtn Regional Greenways – In accordance with the Management Agreement, the Board of Selectmen must execute lease agreements for space at the GWRC. **Mr. Miller moved to authorize Ken Paul, Chair, to execute the lease between GWRC and MMRG, as presented. Ms. Twombly seconded the motion, which passed 3-0.**

5. Proposed Capital Reserve Fund Expenditures – None scheduled.

6. Correspondence

a) GWRC Request to Serve Wine – The Management Agreement allows for the serving of wine at specific functions, with Board of Selectmen notification/approval. Mr. Miller questioned why this would be allowed at the GWRC when it is not allowed in all other Town buildings. He wondered whether the Town has less responsibility if individuals provide/serve themselves. Mr. Paul stated the Town could get dragged in depending on circumstances. This has been allowed for a number of years.

b) Clearview Community TV Quarterly Report – Provided for the Board's information.

c) Charter Communications – Charter provides notification of a number of upcoming changes.

8. Administrative Matters (out of agenda order)

a) Town Administrator's Update

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--Ms. Collins shared a list of all Town streetlights. She has verified that we do pay by streetlight. Does the Board want the Police Department to check whether all lights are operable? If so, how often? The Board agreed it makes sense for the Police Department to do a passive check during night patrols. Mr. Miller questioned how we would upgrade to LED lighting. Ms. Collins suggested she could generate an RFP from which we would likely obtain hard numbers. Estimated pay-back period is 3-4 years. Several larger towns have made this change. Mr. Miller would like to see this RFP within the next year, however, it is not a burning priority.

--Ms. Collins received a complaint via email regarding fireworks. Chief Ventura also received this email. Mr. Blanner, the complainant, is requesting placement of physical signs, as well as notices on Facebook pages and reminders in lake association newsletters. Ms. Collins stressed that complaints need to go to the Police Department at the time the fireworks are heard. Notices have been posted on the Town's website and lake associations have included this information in their newsletters.

--Ms. Collins received an email from Cynthia Wyatt, 357 Pond Road, regarding the condition of that road. Both Town Counsel and Ms. Wyatt's attorney are involved. The Highway Department has put up signs cautioning that there is no winter maintenance. Ms. Collins is still waiting for information necessary in order to prepare for the planned public hearing on the designation of Pond Road. It is anticipated the Board can conduct the public hearing on March 13.

--Ms. Collins shared the Engagement Letter for our 2018 audit. This work was put out to bid a number of years ago. This is the final year of the current contract, other than 2 options to renew. Mr. Miller believes we should change auditors every 5 years. Ms. Collins will check with the Board in March as an RFP would need to go out this summer if we intend to change auditors.

--Ms. Collins referred to the Board previously having some discussion regarding a social media policy. She referred to RSA 98-E which relates to freedom of speech of public employees. Ms. Collins will check for a boiler plate policy used by other towns. Ms. Collins is scheduled to attend a workshop on this subject presented by Primex.

--Joe Gore has shut down the burn pile at the Transfer Station. Schedule A of the Transfer Ordinance allows certain wood to be disposed of in the burn pile; however, State law does not allow this. Schedule A may need to be revised. The Board agreed by consensus to allow signs to be posted for now, with a public hearing to be scheduled later in the summer to adjust Schedule A as necessary. Mr. Miller expressed concern regarding payment of applicable fees. Fees may be addressed at a public hearing as well.

--Town Hall boilers: Ms. Collins referred to the numerous service calls over the past 2 months and provided a timeline of the calls and related issues. Dowling (service contractor) is now suggesting we install a 'fan in a can' at an estimated cost of \$1000. Ms. Collins suggested have Sassi & Sons send 2 technicians to review the entire system. Such an assessment would cost \$1360. Likely, there are several factors combining to create the recent issues. The Board members were in agreement to have Sassi & Sons perform an assessment of the heating system. All agreed the entire system should be mapped out eventually.

--Building Department Vehicle: Recently, this vehicle was damaged (in the back parking lot) by an 18-year-old driver. The front bumper was dented, with a cost to fix of \$607. The driver's father would like to pay for the damage directly, rather than going through his insurance company. The Town's insurance carrier has no issue with this, nor does Eckhoff's Autobody. The Board members confirmed their agreement.

--Ms. Collins received a call today advising that Frisbie Memorial Hospital is in the process of merging with HCA healthcare.

7. Unscheduled Matters/Public Comment #2 (back to agenda order)

--Mr. Fogg asked whether those using the Greater Wakefield Resource Center sign any waivers of liability. Mr. Paul stated it is likely those renting the facility must provide their own insurance. Ms. Collins noted that although the building is run by the GWRC, the Town would likely still be liable.

--Mr. Fogg suggested the extreme cold experienced over the long weekend may have been a factor with the issues with the boilers. Discussed Dowling's suggestion that the room does not have adequate air flow. Mr. Fogg suggested cutting 3" off the door to that room. Ms. Collins advised that the Fire Department will not allow that. Perhaps louvres could be cut in the outside of the building.

--Mr. Fogg thanked the Board having signs put up on Pond Road.

8. Administrative Matters

b) Treasurer's Monthly Report – The reports for December were provided for the Board's information.

c) Tax Collector's Monthly Comparison – Comparison of December 2017/2018 were provided for the Board's information.

d) Building Permit Releases – None forthcoming.

e) Payment Manifests – The Board executed AP #3, a void in the amount of \$815.

Ms. Twombly moved to approve AP #2 in the amount of \$94,617.98, as presented. Mr. Miller seconded the motion, which passed 3-0.

f) Minutes – Mr. Miller moved to approve all minutes of January 9, 2019 (public, non-public and sealed), as presented. Ms. Twombly seconded the motion, which passed 3-0.

Mr. Paul reminded everyone that it is time to sign up for public office. A list of openings is available on the Town's website.

Mr. Miller moved to adjourn at 8:13 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Oops. Forgot to execute a document! **Ms. Twombly moved to reconvene the meeting. Mr. Miller seconded the motion, which passed 3-0.** The Heritage Commission provided an application for a CLG grant. **Ms. Twombly moved to authorize Kenneth Paul, Chair, to execute the CLG grant application, as presented. Mr. Miller seconded the motion, which passed 3-0.**

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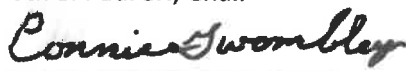
Mr. Miller moved to adjourn at 8:16 p.m. Ms. Twombly seconded the motion, which passed 3-0.

Respectfully submitted,
Toni Bodah, Secretary

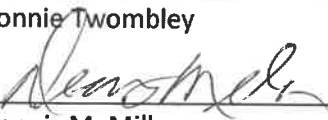
Approval of Minutes:



Kenneth S. Paul Sr., Chair



Connie Twombly



Dennis M. Miller